

**Warren-Newport Public Library District  
Board of Trustees  
Committee of the Whole Report  
Summary, Personnel, and General**

**Date, and Location:** July 5, 2017, McCullough Board Room

**Members Attending:** Tom Colwell, Andrea Farr Capizzi, Anne Linsdau, Kathleen Kettman, Bonnie Sutton, Jo Beckwith, Ryan Livergood

**Members Absent:** George Kotsinis

**Also Attending:** Kevin Getty, Noreen Reese

**Overall Summary:**

The meeting was called to order at 7:00 p.m. Committee of the Whole included: Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Farr Capizzi moved and Trustee Linsdau seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:36 p.m.

**Personnel Topics:** What was discussed, reported on, accomplished? Was there consensus on a decision?

212 Salary Administration: Minor changes only. Review date needs correction. Consensus to approve via the consent agenda.

**General Topics:** What was discussed, reported on, accomplished? Was there consensus on a decision?

Trustee Development: United for Libraries Short Takes Video: Board Meetings.

Board Knowledge Templates: Reschedule for August CW due to the absence of Trustee Kotsinis.

Reporting Board volunteer time: No consensus reached. Concern expressed that our practice be consistent with reporting for the annual IPLAR Report.

Staff directory: This will not be pursued at this time.

**Recommendation(s) for Board Action (if any):**

Approval of Personnel Policy 212 Salary Administration (consent agenda)

**Tasks Pending (if any) Who – What – When:** Who's doing the task? What is it? What's the deadline?

Ryan: Check on if and how Board volunteer time is included in IPLAR Report – by August 1 CW meeting.

Ryan: Send representative sample checks to Andrea for use in explaining check signing to Bonnie.

Andrea and Bonnie: Meet to discuss what to look for when signing checks.

Jo: Send CW Report form to Andrea, Tom, and Kathleen.

**Personnel and General Agenda item(s) for next Committee of the Whole:**

Personnel Policy 289 Normal Weekly Hours

Trustee Development: What to look for when examining financial statements (Andrea)  
United for Libraries Short Takes video

Reporting Board volunteer time

Board Knowledge: Input on templates; Vision for the "end product"

Jo Beckwith, President  
7/5/2017